



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

Canc frp: Jun 2011

COMNAVCRUITCOMNOTE 5050

01S

28 Jun 2010

COMNAVCRUITCOM NOTICE 5050

From: Commander, Navy Recruiting Command

Subj: HEADQUARTERS AND REGION REALIGNMENT

Ref: (a) CNP ltr 1000 Ser N1/127112 of 16 Oct 09  
(b) CNRC ltr 1000 Ser 00/000251 of 17 Dec 09  
(c) BUPERSINST 1610.10B, Navy Performance Evaluation System  
(d) Headquarters - Region Organizational Structure of 24 March 2010

Encl: (1) Modified Check-In Sheet (E7 and Above)  
(2) Modified Check-In Sheet (E6 and Below)  
(3) Modified Check-In Sheet (Civilian Personnel)

1. Purpose. To establish processes, procedures, and transformation timelines for billets, positions, and personnel affected by Headquarters and Region Realignment under the Agenda for Change.

2. Background. Reference (a) directed Navy Recruiting Command (NAVCRUITCOM) to review our organizational alignment and structure relative to the assigned missions, functions, and tasks. Reference (b) commissioned an independent cross functional team to analyze inputs and recommend a way ahead for NAVCRUITCOM. Reference (c) provides guidance for the civilian performance evaluation system.

3. Action

a. Department Heads, Special Assistants, and Navy Recruiting Region (NAVCRUITREG) Commanders will coordinate manpower and funding adjustments, stakeholder roles, organizational relationship changes, training requirements, and re-align decision-making authority to the appropriate personnel.

(1) Phase I: Shift Operational Control of affected personnel from NAVCRUITREG East and West to NAVCRUITCOM N3 and N7 and from N5 to N7. Completed 15 June 2010.

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(2) Phase II: Shift Operational Control of remaining affected personnel from N5 to N3 on 30 July 2010.

(3) NAVCRUITREG Commanders and NAVCRUITCOM Department Heads will complete Early Annual Appraisals on all civilian personnel who have been shifted operationally. Appraisals due 15 July 2010.

b. NAVCRUITREG Commanders will closeout evaluations/fitreps as follows:

(1) LT closeouts due 30 June 2010.

(2) E7-E8 periodics/closeouts due 15 September 2010.

(3) LCDR closeouts due 30 September 2010.

(4) E6 and below closeouts due 30 September 2010.

(5) Administrative control of affected personnel (military/civilian) transferred from NAVCRUITREG to NAVCRUITCOM will become effective 1 October 2010.

c. Manpower and Human Resources Department (N1) will process all civilian human resources support actions. (See Enclosures (3)).

d. Staff Support Office (SSO) will process all personnel support actions (i.e. military leave, modified check-ins, TWMS mustering set-up, modified indoctrination, etc.). (See Enclosures (1) through (3)).

4. NAVCRUITCOM HQ Department Heads will forward a Performance Information Memorandum (PIM) to the respective NAVCRUITREG Commander for all military personnel to cover the period from shifting of operational control to the closeout dates indicated in paragraph 3b. above. NAVCRUITCOM Department Heads will also take over all mid-term counseling responsibilities as of the date of the shift of operational control (see paragraph 3.a. (1) and (2)).

5. Updates on action items will be briefed at the weekly staff meeting.

/s/  
W. C. MARVEL  
Chief of Staff

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/Publications/directives.htm>

**Modified**  
**NAVCRUITCOM Check-In Sheet for Personnel Realigned from NAVCRUITREG**  
**(E7 and Above)**

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_ Check in Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Code Assigned: \_\_\_\_\_

\_\_\_\_\_ Command CPC (PS2 Mitchell) x9217

\_\_\_\_\_ Command PRT Coordinator (AWC Wollney) x9011

\_\_\_\_\_ Family Care Plan

\_\_\_\_\_ Senior Watch Officer (NCCS Carroll) x7450 (YN1 Phelps) x9393

\_\_\_\_\_ Commander, Navy Recruiting (RDML Faller)

\_\_\_\_\_ Secretariat, (Name Tags) (YN1 Taylor) x9044

\_\_\_\_\_ Deputy Commander, Navy Recruiting (RDML Graf)

\_\_\_\_\_ Command Career Counselor (Enlisted) (NC1 Justice) x7615

\_\_\_\_\_ Chief of Staff (CAPT Marvel)

Please turn in your photo and bio to Ms. Donna Briggs

\_\_\_\_\_ NSIPS Coordinator (YN2 Haynes) x7630

\_\_\_\_\_ Staff XO (LT Carroll) (All Personnel)

\_\_\_\_\_ Wardroom Mess Treasure (Officers only) (Sherry Olive) x7616

\_\_\_\_\_ Force Master Chief(SW/AW) Penton x9006 or NCC Bastien x9177

\_\_\_\_\_ Senior Enlisted Leader (BMCS Lewis) x7438

\_\_\_\_\_ Department Director (Individual's assigned N code)

\_\_\_\_\_ Departmental LCPO

\_\_\_\_\_ Command Security Manager (CW03 Powers) x9333

\_\_\_\_\_ N6 Email/Computer/Phone (IC1 Ford) x9155

\_\_\_\_\_ Government Credit Card (Clint Campbell) x7327

\_\_\_\_\_ N9 Photo Lab x9455

**PERSONNEL MUST RETURN CHECK-IN SHEETS WITHIN 30 DAYS OF ARRIVAL.**

28 Jun 2010

**Modified****NAVCRUITCOM Check-In Sheet for Personnel Realigned from NAVCRUITREG  
(E6 and Below)**

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_ Check in date: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Code Assigned: \_\_\_\_\_

\_\_\_\_\_ Command CPC, (PS2 Mitchell) x9217

\_\_\_\_\_ Family Care Plan (YN1 Phelps) x9393

\_\_\_\_\_ Command PRT Coordinator, (AWC Wollney) x9011

\_\_\_\_\_ Secretariat (YN1 Taylor) x9044

\_\_\_\_\_ Mentor Coordinator, (NCCS Carroll) x9089

\_\_\_\_\_ NSIPS Coordinator

\_\_\_\_\_ Enlisted Watch Bill Coordinator, (NCC Stone) x7341  
(YN2 Haynes) x7630

\_\_\_\_\_ Division Officer (Individual's assigned code)

\_\_\_\_\_ Staff XO (LT Carroll) (ALL PERSONNEL)

\_\_\_\_\_ Command Career Counselor, (NC1 Justice) x7615

\_\_\_\_\_ Force Master Chief, (FORCM (SW/AW) Penton) x9006 or (NCC  
Bastien) x9177

\_\_\_\_\_ Senior Enlisted Leader, (BMCS Lewis) x7438

\_\_\_\_\_ Department Director (Individual's assigned code)

\_\_\_\_\_ Departmental Head Signature

\_\_\_\_\_ Command Security Manager, (CWO3 Powers) x9333

\_\_\_\_\_ N6 Email/Computer/Phone, (IC1 Ford) x9155

\_\_\_\_\_ Government Credit Card, (Clint Campbell) x7327

\_\_\_\_\_ ESO, (PS1 Austin) x9319

**PERSONNEL MUST RETURN CHECK-IN SHEET WITHIN 30 DAYS OF ARRIVAL.**

**Modified**  
**NAVCRUITCOM Check-In Sheet (Civilian Personnel)**

☐ CHECK-IN    ☐ CHECK-OUT SHEET

Name:	NOT USED	Title:
Code:	Reporting/ Departing Date:	Forwarding Address: (Check-Outs Only)
	Initials:	Date:
1. Civilian Human Resources Liaison Office (N12)		
2. Logistics Depart, Government Credit Card Holder (N41)Daryl Bing, 9123 ,Rm: 72		
3. Facility Manager (N42) John Curry, 9119, Rm: 72		
4. Staff Support Office (SSO) 9041		
5. Computer Support, (N6) IC1 Matthew Ford, 9155		
Telephone Manager:		
Room#:	Desk#:	Phone#:
6. Security Assistant, (N6) FC2 Duane Keefer, 9206		
7. NSPS Department: Sharon Cummings 9013		
8. Legal Department:		
9. INDOC Coordinator NCC Lizette Parra, 4343		
10. Department Head (Supervisor)Signature		

**Upon completion return Check-In/Out Sheet to NAVCRUITCOM, Civilian  
Human Resources Office (Gloria Booker), Bldg 784, Code N12, 4-9182.**